



Formation and Strengthening of School Management Committees and Parents Teachers Association

Introduction

This document is a facilitator's guide; success in facilitation will depend on the facilitator skills. The sessions should be participatory in nature, to allow the participants to voice their issues, re-direct questions asked and allow for its synthesis by others by creating a learning environment.

Where there is no School Management Committee in a primary school, its formation requires election by the Parent Teachers Association (PTA). Having an elected School Management Committee is one of the outcomes of a functioning PTA. This information sheet provides general information on School Management Committee and Parents Teachers Association, as well as the linkages to promote sanitation and hygiene in schools.

Key areas that will be addressed;

1. Definition of Parents Teachers Association
2. Composition of P.T.A
3. Election of P.T.A
4. Roles and responsibilities of P.T.A
5. Definition of a school Management Committee
6. The need for a school Management Committee for a Primary School
7. Election of a School Management Committee
8. Roles and responsibilities of a school Management Committee
9. Working modality School Management Committee
10. Sanitation related roles of a school management committee
11. Participatory sanitation situation analysis
12. Monitoring tools; sanitation facilities and classrooms
13. Experience sharing; What have their roles been, success stories, challenges and possible solutions
14. Action Planning

SESSION 1:

ESTABLISHING A PARENTS TEACHERS ASSOCIATION

Definition of Parents Teachers Association

Parents Teachers Association is a voluntary body in a school in charge of the general welfare of children and teachers in a school. Members of a P.T.A are elected by the school's Annual General Meeting (AGM) held every year.

Composition of Parents Teachers Association

- Chairman
- Vice Chairman
- Secretary- head teacher of the school
- Vice secretary- community member
- Treasurer
- Committee members- these are community members from the nearby villages; 2 people per village.



Roles of Parents Teachers Association

- They monitor the general welfare of children and teachers
- Mobilise funds for construction of teachers' premises/ staff quarters since the district might not be in position to do so.
- Mobilise funds to erect school latrines, as they wait for government funds
- They mobilise parents to send their children to school.

Discussion can be held on what the roles of the PTA in the school have been Vis-à-vis their mandatory roles.

ESTABLISHING A SCHOOL MANAGEMENT COMMITTEE

Definition of School Management Committee

It is important to make clear and known the mandate and position the SMC holds.

The School Management Committee (SMC) is the governing body of a primary school, and is empowered by law to manage the primary school on behalf of the government. The SMC which replaced the former school manager was put in place by the Education Act 1964, amended in 1969 and subsequently by the education bill 2004.

The need for a School Management Committee for a Primary School

A School Management Committee works with parents, teachers, learners, the communities, foundation bodies and NGOs on behalf of the government. The committee helps to ensure effective teaching and learning, effective staff welfare, child friendly environment and daily school governance.

Election of a School Management Committee

How does one become a member of a SMC

According to the Education Act (Management Committees) Amendment Rules 1969, No.224, parents elect members for appointment by the District Education Committee (DEC) to the School Management.

It also states that the SMC shall be formed by different representations of the following groups:

- The District Education Committee (this includes local councils)
- The Parents
- Foundation body
- Old boys/girls
- Teachers
- The head teacher of the school who is the secretary to the committee as an “ex-officio” member who records the minutes and gives professional guidance.

All members serve for a period of one-year except the chair person whose period of office is two years. Members are eligible for re-election at the end of their term of service.



Working modality for a School Management Committee

(i) Collaboration with the Parents Teachers Association (PTA) and Foundation Body (FB)

Teachers and parents combine in a voluntary effort to form a PTA for the welfare of the pupils, teachers and entire maintenance of the school.

The School Management Committee will:

- Work with the PTA to create a conducive working relationship with the District Education office , teachers, parents and learners.
- Liaise with the PTA and Foundation Bodies on how to mobilise and utilise school resources.
- Work with the PTA in promoting the achievement of educational objectives in the school
- Work with and link to the local communities to facilitate the school

(ii) Collaboration with the Head Teacher

The SMC must work with the head teacher in carrying out the following roles:

- Administration
- Planning, implementation, supervision, monitoring and evaluation
- Consultation

Roles of a School Management Committee related to hygiene and sanitation promotion

It is important for the School Management Committee to ensure that the school has:

- Enough class rooms to accommodate the number of pupils as specified in the Technical hand book/ Schools Facilities Grant (SFG) for primary schools
- Enough latrine stances for boys and girls, learners with special needs and staff
- Protected and clean water, water tanks and wash rooms
- A first Aid kit
- Guidance and counselling space.
- A good rubbish disposal
- Hygiene parades every morning conducted by the teachers

Practically, as a member of a SMC you have to supervise the efforts of the school in:

- Keeping the compound clean
- Providing clean water for use by the pupils and staff
- Building, repairing and maintaining clean latrines, toilets, urinals
- Practicing of good personal and domestic hygiene
- Keeping school utensils and other materials clean
- Tree planting and flower gardening
- Sensitising the learners, staff and community about prevention of HIV/AIDS, malaria, TB and cholera
- Providing separate bathrooms, toilets/pit latrines and sanitary facilities for girls, learners with special needs and staff



Other Roles of a School Management Committee

SMC members are required to;

- Work with the school administration, parents and the community for the success of their school
- Ensure proper management of the school on behalf of the government by making sure that teachers, parents and learners carry out their specified roles, duties and responsibilities
- Ensure that effective teaching and learning is going on in the school
- Ensure that materials like books are put in the hands of the learners and used
- Ensure that the teachers performance is monitored, supervised and appraised regularly
- Ensure that the school opens at 8:00a.m and closes at 4:30 pm
- Sensitise the community, parents, LCs and teachers to ensure that all school going age children attend school and complete the primary cycle
- Submit regular reports on school performance, financial status, infrastructure development, co-curricular activities and discipline
- Mobilise and provide resources needed by the school by involving all stakeholders in the development of school programmes
- Hold regular meetings, at least
- Every term a stipulated in the statute

Discussion can be held on what the roles of the SMC in the school have been Vis-à-vis their mandatory roles

SESSION 2: DISCUSSION ON SANITATION AND HYGIENE

The objective of this session is to enable participants to appreciate the need for good sanitation & hygiene, and to jointly develop plans on how to address some of the prevailing sanitation related problems in the school.

PHAST tool session: (Refer to PHAST tools and guidelines provided)

Sanitation Ladder:

(This session helps the members to jointly analyse the sanitation situation in the school as well as appreciate the need for improvement)

Feecal Oral Routes

(This session helps participants to identify and analyse the different faecal oral routes as well as the different hygiene practices that prevent the faecal routes).

Key to discuss is what their roles should be and have been particularly for sanitation and hygiene promotion in the school.

Experience sharing; members of the SMC can share their experiences; what their roles have been (emphasize sanitation related roles), success stories/factors, challenges.



Monitoring tools

Discuss these and identify possible areas of improving the tools

- Pictorial monitoring tool for school sanitation facilities (refer to page 39 of the School Management Committee hand book), discuss this and disseminate a few copies
- Pictorial monitoring tool for classroom environment (refer to page 40 of the SMC hand book), discuss this and disseminate

SESSION 3: ACTION PLANNING

The purpose of this session is to

- Enable participants to appreciate the need to routinely plan and budget for Hygiene and Sanitation activities and facilities.
- Enable participants to have commitment to implement the hygiene and sanitation activities identified
- Developing a shared vision and understanding on who is going to do what, when and how. So roles and responsibilities for the different activities are defined.

Procedure

- Divide participants into groups.
- Let each group develop an action plan to promote hygiene and sanitation.
- Identify what is needed to improve the sanitation and hygiene situation. Emphasis on latrine construction/provision of hand washing facilities etc.
- Make a detailed work plan for the next four to six months
- Try not to be over ambitious, start small and expand later on. Use the SMART tool for defining the goals and objectives: ensure that the objectives are: Specific, Measurable, Relevant, Achievable and Time-bound
- Identify main activities and termination date for the long term (develop a long term vision).
- Make an estimation of the time, resources (e.g. information, skills, hardware) and budget needed for the identified activities and who is responsible for what. Crosscheck whether the activities are still SMART.
- Develop a list of indicators to monitor progress

Note: the facilitator should give participants enough time to fully exhaust this session.

Tips on how to conduct a successful SMC meeting

Before the meeting;

- Have a purpose for the meeting
- Make proper preparation for example the venue, agenda etc
- Make timely invitations to members

During the meeting;

- All members need to understand their roles and what is expected of them
- The meeting starts and ends on time, and time is not wasted
- Previous minutes are discussed and approved
- Go back to previous action list/agreement made and check their status
- Discussions are arrived at with general consensus and recorded
- Define resolutions, recommendations and actions

After the meeting;

- Minutes are written and distributed



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**Action – Research
at household,
community and
school level project**



- Actions to be taken are carried out
- Agreed action is monitored